



IFMA Airport Facilities Council
 Business Meeting Minutes via Teams
 March 9, 2023, 3:00 pm Eastern

Attendees

Bruce Arnold	President, Salt Lake City International Airport
Ellen Crews	Treasurer, Woolpert
Cecile Ridings	Secretary, Cincinnati Northern Kentucky International Airport
Troy Donahue	Past President, Houston Airport Systems
Shantel Woods	Council Membership Chair, Houston Airport Systems
Joshua Amos	Components Liaison, IFMA

Monthly Meeting Minutes: The February 9, 2023 minutes were distributed for review, Ellen motioned to approve the February board meeting minutes, Bruce seconded, all in favor, so approved.

Financial Statements, Ellen submitted the financial statements to the Council Board for the month ending February 2023. This report is summarized below.

Snapshot of Financial Activity - Month Ending 28 February

Previous Balances	Credits	Debits	Ending Balances
\$ 45,586.71	\$ 3,770.00	\$ 52.65	\$ 49,304.06
\$ 67,324.27	\$ 4.20		\$ 67,328.47
		Total:	\$ 116,632.53

Credits (deposits) include:

- Membership dues
- Interest earned
- Annual Sponsorship proceeds
 - Climatec
 - Trimble

Debits:

- Credit card processing fee

Spring 2023 Conference, Phoenix May 3, 4 and 5th.

- Agenda, Revised version out now, Ellen will forward to Joshua to get posted and send out to attendees.
- Gifts, Apparently Phoenix didn't yet order the gifts but sent Ellen the gifts chosen, and Ellen will get ordered. They had chosen the hat and backpack for attendees and had a golf themed few items to choose from for speaker gifts. After discussion we decided the six-pack cooler was the best choice for speaker gifts. Ellen to do a headcount on



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speakers, estimated attendees and per Northwest Logo pricing per quantity. Several presentations have multiple speakers presenting. Ellen will contact Northwest Logo Products to get ordered.

- Breakfasts at hotel/event, usually we always provide breakfast in the mornings and the agenda didn't specify breakfast. From what Gary with Phoenix has organized at the Hyatt, he stated that breakfast was included at the hotel however it doesn't provide for the local attendees. Buffet brochure is \$32 a head for a typical bacon and eggs type buffet. Advantages of having it in the conference room is our networking that we can do. Ellen to contact the hotel and see if we can add to what they may include or simply move forward with our usual breakfast buffet. Social night and meals for this event are sitting at approximately \$14 K in hotel-provided food, without tax and gratuities.
- Attendees so far, we have 20 registered.

Banking Changes, Wells Fargo: This is being worked on and no updates yet on it.

Foundation Funds disbursement for 2023 (unused Scholarship funds), The consensus of the group was to provide three scholarships this year instead of two and the remaining amount to donate to the IFMA Military Community. One of the recipients John Lyimo is trying to come this year however the Foundation has been unable to contact them and there is some concern the person may not be real because of the issues the Foundation is having trying to contact him, we will wait and see. If they do, then we will continue with our two that we always do and the remaining to the IFMA Military Community. We are still trying to figure out if the scholarship was awarded and the travel to WWP is what we have as unused or is it the whole amount.

Sponsorships, Discussion on council sponsors and the prorated amount provided for many who want to participate in the Spring Conference. Was that a good move or should we maybe have some event sponsorships. Ellen stated that historically the annual sponsorship has worked out best. All agreed that at least a partial is better than none. Ellen forwards out invoices annually, June or July timeframe, in line with the end of our fiscal year.

Memberships: Joshua stated that current memberships are 229.

- Joshua sent out an e-mail from IFMA marketing team, Build Your FM Village, each month they are going to highlight two groups to try to expand their memberships. He pushed the Airport Facilities Council to the top because of the upcoming Spring conference.
- Shantel asked Joshua if there was a list of IFMA International members that are affiliated with airports that may not be on our council so that we can promote our group to them.

There being no further business before the Council, the meeting was adjourned at 3:35 pm Eastern. Next meeting is scheduled for April 13, 2023.